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**38 Series Telephones
User Guide
Covers Models**

HA9888 (38) TSD-A-S
HA9888 (38) TS-A-S

Thank you for purchasing a Bittel product!

UNPACKING YOUR PHONE
This package should contain the following:
• 38 Series base unit
• Faceplates
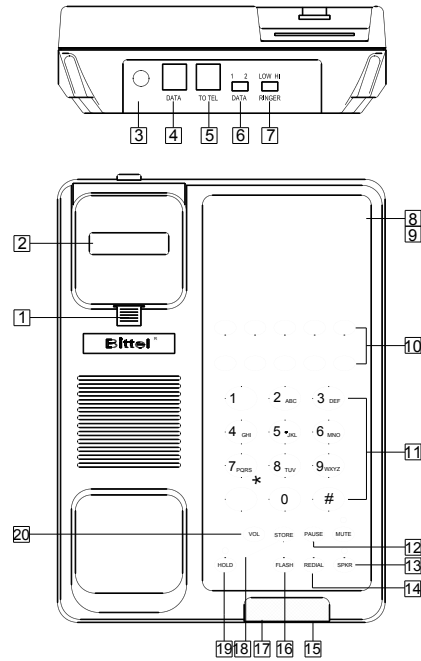• Handset
• Coiled handset cord
• Line cord

INSTALLATION
This telephone is designed to be connected to a PBX.

1) Located on the left side of the telephone base is a modular jack. Insert one end of the coiled handset cord into this jack (you will hear the coil cord click when properly inserted.)
2) Insert the other end of the coiled handset cord into the modular jack on the handset.
3) Turn the telephone over, so the bottom is facing up. Insert either end of the line cord into the jack on the back of the telephone labeled "**TO TEL**".
4) Insert the other end of the line cord into a working telephone wall jack.
5) Once your telephone is connected, place the paper faceplate over the keys. The plastic overlay slips into place by hooking the tabs on the overlay into the recessed slots located on both sides. The overlay is easiest to insert when the left or right side tabs are inserted first, and the middle of the overlay is slightly bent to allow for insertion of the other tabs.

Controls, Connections and Function keys

(1) Handset Wall Mount Clip – Clip to hold handset on hook in wall mount application
(2) Hook Switch
(3) Insert hole for optional additional placard
(4) Data Port – Provides access to the telephone line for connection of another device
(5) Tel. Jack – Modular jack to connect telephone line cord
(6) Data Switch – Switched data line to either Line 1 or Line 2
(7) Ring Volume – Adjusts ringer volume
(8) and (9) Plastic and paper faceplate
(10) Memory Keys – Programmable keys that allow for speed dialing of frequently dialed numbers or extensions
(11) Dial Keys
(12) Pause Key – Inserts a 3.6 second pause in stored numbers
(13) SPKR Key – Activates speakerphone function

(14) Redial Key – Redials the last number dialed.
(15) Speakerphone Microphone
(16) Flash Key – Enters a 600ms hookswitch flash for accessing special telephone system features.
(17) Message Waiting Light – Indicates the phone is ringing or a message is waiting. Responds to Neon/90V message waiting signal.
(18) Store Key – Used in programming of guest service keys
(19) Hold Key – Places a calling on hold.
(20) VOL key – Adjusts handset or speaker volume in three levels
Note: Mute key comes standard in this model.

HOW TO USE THE TELEPHONE

OFF-HOOK

There are two ways to go "off-hook" when the phone is in idle mode:
1) Pick up the handset.
2) Press the SPKR key so the indicator illuminates.

ON-HOOK
There are two ways to go "on-hook" when phone in active mode
1) Replace the handset in the cradle
2) Press the SPKR key so the indicator goes out.

PLACING A CALL
Using the Handset
1)   Remove the handset from the cradle
2)   Listen for dial tone. Dial the desired number, press a guest service key, or press the REDIAL key to dial a number.
3) To end the call, hang up by replacing the handset in the cradle.

Using the Speakerphone
1) Press the SPKR key so that the indicator illuminates.
2) Wait for a dial tone.
3) Dial the desired number, press a guest service key, or press the REDIAL key to dial a number.
4) Press SPKR key when finished. The indicator will go out.

RECEIVING A CALL
Using the Handset
When the phone rings, the message waiting indicator will also flash.
1)   Pick up the handset.
2)   To end the call, hang up by replacing the handset.

Using the speaker phone
1)   Press the SPKR key so that the indicator illuminates and the caller is heard.
2)   To end the call, hang up by pressing the SPKR key again.

ADJUSTING HANDSET AND SPEAKER VOLUME
During a conversation, press the VOL key to adjust the handset and speaker volume. There are three volume levels. Press the key once and the volume level will increase one level (to medium volume.) Press the key again, and the volume level will increase an additional level (to high.)

To activate the handset while in speakerphone mode, lift the handset. To activate the speakerphone while in handset mode, press the SPKR key and replace the handset in the cradle.

USING REDIAL

To redial the last number dialed, go off hook and press the REDIAL key. The last number dialed will disappear from the phone's memory five minutes after resuming on-hook state.

USING THE HOLD KEY

To place a call on hold:

Press the HOLD key to place a call on hold. The Hold key indicator will illuminate.

To remove a call from hold:

To release hold in handset mode, press the HOLD key. In speakerphone mode, press the SPKR key.

Changing phones while on hold:

1) Place the call on hold by pressing HOLD key.
2) Place the handset in its cradle. When using speakerphone, press the HOLD key to place the call on hold.
3) Pick up the call at another telephone. The phone will detect the change of handset and remove the hold state at the first phone.

ADJUSTING RING VOLUME

Locate the adjustment controls on the back of the telephone labeled RINGER LOW/HI. Slide the switch to the desired LOW or HI ring volume.

PROGRAMMING MEMORY KEYS

To program the auto dial keys, the telephone must be connected to a telephone line.

1) Lift the handset or press SPKR.
2) Press the STORE key.
3) Dial the number desired including PAUSE and FLASH as necessary.
4) Press the STORE key again.
5) Press the Memory key where you want the speed dial to be stored.
4) Off-hook and press the memory key (including MWL) will dial the number out directly.
5) To delete the programmed number, press the STORE key twice, and then press the desired memory keys (including the programmable message waiting indicator key).

MESSAGE WAITING LIGHT (MWL)

This indicator illuminates when a message is waiting on the message server for the guest. Provided that a voice mail access number has been programmed for this key, lift the handset or press the SPKR key, then press the MWL key to play message(s).

DATA PORT

This phone is equipped with a data port for guests to connect an auxiliary phone device, such as a modem, fax machine or another phone.

DATA PORT SWITCH

This phone allows you to select which of the two lines coming into the phone are to be used for data services. Move the switch to either Line 1 or Line 2 to mate that line to the data line.

MUTE FUNCTION

During a call, press the MUTE key to mute the microphone. The mute indicator light will be illuminated. Press the MUTE key again to activate the microphone. The mute indicator light will go off.

FCC Approval

The 38 Series telephone Series complies with Part 68 of the FCC rules. On the bottom of this telephone is a label that contains, among other information, the FCC registration number and the ringer equivalence number (REN) for this telephone. If requested, you must provide this information to the Telephone Company.

CE Approval

The 38 Series telephone Series complies with CE approval.

Jacks

The 38 Series phone uses RJ11C USOC standard modular jacks.

Hearing Aid Compatibility

The 38 Series is hearing aid compatible.

Warranty

This product is warranted for a period of 5 years from the date of purchase against faulty materials or workmanship. If during this period a defect arises, we may repair or replace the product, at Bittel's discretion, provided that:
1) The product has not been used for any purpose other than normal use,
2) Unauthorized product repair or modifications have not been attempted.
3) The product has never been used in a harsh or corrosive environment.
4) No damage in transit
THIS LIMITED WARRANTY GIVES THE BUYER SPECIFIC LEGAL RIGHTS. THE BUYER MAY ALSO HAVE OTHER RIGHTS WHICH VARYFROM JURISDICTION TO JURISDICTION.

This warranty is only valid for merchandise purchased directly from Bittel or from dealers or distributors Bittel Inc. authorized.

FCC WARNING

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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